Email error- Property is Read-Only

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When sending an email from AO and you come across the following error message:

" Property is READ ONLY"

This means that you are using OUTLOOK to send emails and there are some preferences in AO that need to be altered.

- 1. In AllOrders, go to COMPANY--> PREFERENCES--> GENERAL section (on the left)--> MY PREFERENCES tab--> EMAIL tab
- 2. If there is any information in the email tab please delete it. This area should be blank

*** if you do NOT SEE the EMAIL tab:

1a.) go to COMPANY--> PREFERENCES--> EMAIL sections (on the left)--> UNCHECK the box that says " use MS Outlook for

email" (this step will make the email tab appear)

- 2a.) Now do steps 1 & 2 above
- 3a.) Now go back to COMPANY--> PREFERENCES--> EMAIL sections (on the left)--> CHECK the box that says " use MS

Outlook for email"